



**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 441-1569 (FAX)
www.norfolk.gov/planning

**ZONING ORDINANCE
TEXT AMENDMENT**



Application Procedures

1. **A pre-application meeting is required.** To arrange for an appointment, please call (757) 664-4752.
2. Submit completed application with all required attachments including:
 - Survey/Site Plan (if applicable)
 - Check for required application fee made payable to the City of Norfolk (see fee schedule)
 - Description and details of request
 - Proposed text
3. Staff will review application to determine completeness.
4. Applicant **must** attend public hearing:
 - ▶ Where: City Hall Building
11th Floor, Council Chambers
 - ▶ Time: 2:30 p.m.
5. During the Commission's hearing:
 - ▶ Applicant must register to speak
 - ▶ Staff will present application and recommendation
 - ▶ Applicant/representative may make a presentation
 - ▶ Proponents may speak
 - ▶ Opponents may speak
 - ▶ Rebuttal
6. The Planning Commission will make a recommendation on the application at their hearing which will be forwarded to City Council.
7. The applicant may contact staff 2 weeks after the hearing to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).
8. The amendment request will appear on Council's agenda twice—the 1st time Council will vote on a hearing date, and the 2nd time will be the hearing.

**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
ZONING SERVICES**

5TH FLOOR
(757) 664-4752
(757) 441-1569 (FAX)

**ZONING ORDINANCE TEXT AMNEDMENT
APPLICATION**



APPLICATION TEXT AMENDMENT

Date of application: _____

Zoning Ordinance Text Amendment

Amend Section(s) _____

Add New Section(s) _____

APPLICANT/ PROPERTY OWNER

1. Name of applicant: (Last) _____ (First) _____ (MI) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax () _____

E-mail address of applicant: _____

2. Name of property owner: (Last) _____ (First) _____ (MI) _____

Mailing address of property owner (Street/P.O. box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of owner () _____ Fax number () _____

DESCRIPTION OF AMENDMENT

Purpose of Amendment _____

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(Revised July, 2013)

**Text Amendment
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CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

REQUIRED ATTACHMENTS

- ✓ Language for the text amendment (*see Example attached).
- ✓ Required application fee, **\$420.00** (if check, make payable to Norfolk City Treasurer).
 - Application fee includes a non-refundable \$5 technology surcharge.

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: _____ **Sign:** _____ / _____ / _____
(Property Owner or Authorized Agent Signature) (Date)

Print name: _____ **Sign:** _____ / _____ / _____
(Applicant or Authorized Agent Signature) (Date)

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EXAMPLE

TEXT AMENDMENT

11-32. Medical center sign overlay district.

11-32.1 *Purpose statement.* In accordance with the provisions of section 11-15, it is the intent of this sign overlay district to upgrade and improve identification of the multiple uses located within the medical complex. Details regarding the size, materials, colors and placement of the signage are contained in design/planning project review final documentation prepared by architectural graphics dated August 10, 2001.

11-32.2 *Building identifier signage.* Signage which identifies individual buildings within the institutional campus.

11-32.3 *Pedestrian directional signage.* Signage which is pedestrian in scale and nature that provides direction to those traversing the institutional campus by foot.

11-32.4 *Parking identifier signage.* Signage which directs automobile traffic to appropriate parking areas

11-32.5 *Vehicular directional signage.* Signage which directs automobile traffic within the institutional complex

(Ord. No. 40,521, § 1, 11-27-01)

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